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Joint United Nations Programme on HIV/AIDS

**UNAIDS**

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UNODC·ILO·UNESCO·WHO·WORLD BANK

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Vacancy Notice No.: UNAIDS/05/FT513

Date 1 February 2006

Original published date : 7 October 2005

Title Chief, Governance and UN Relations

Deadline for applications: **15 February 2006**

Grade: Band 2

Duty Station: GENEVA Switzerland

Contract type: Fixed-term appointment

Organization UNAIDS

Office of Governance, Donor and UN System Relations  
(GDU)

Duration: Fixed Term

#### Main tasks and Responsibilities of the Position

1. Lead and coordinate the work of and supervise staff working in the Governance and UN Relations Team.
2. Provide policy advice and coordinate support and follow-up in regard to UNAIDS governance mechanisms such as Programme Coordinating Board (PCB), Committee of Cosponsoring Organizations (CCO), Economic and Social Council of the United Nations (ECOSOC), UN General Assembly, including other major coordinating mechanisms such as Chief Executives Board (CEB) and High Level Committee on Programmes (HLCP).
3. Lead the preparation and logistical organization of the Programme Coordinating Board, the Committee of Cosponsoring Organizations and related meetings.
4. Support Associate Director, GDU, in working strategically with UNAIDS Cosponsors and the Governing Boards of UN System Organizations.
5. Provide policy advice and support to the integration of the work of UNAIDS and the UN system coordination and reform mechanisms.
6. Research and drafting documents, in preparation for UN intergovernmental and inter-agency fora with a view to integrating HIV/AIDS into system wide initiatives.
7. Work closely with the UNAIDS New York Office in relation to governance and UN system relations.
8. Perform any other duties as assigned by the Associate Director, GDU.

#### QUALIFICATIONS REQUIRED:

##### Education

Post graduate degree in development, political or social sciences.

##### Competencies

Excellent knowledge of the UN system and the UNAIDS Cosponsoring Organizations; thorough knowledge of governance mechanisms, development issues and the donor/multilateral system; thorough knowledge of HIV/AIDS as a cross-cutting development concern.

##### Experience

At least 12 years experience within the UN system/Cosponsoring organizations, international organizations or ministry of foreign affairs/international cooperation; experience with multilateralism and working at the global, regional and country level.

##### Languages

Fluency in English. Good working knowledge of French is an important asset.

Annual salary (Net of tax)

Post Adjustment: 61.20 % of the above figure(s). This

70 742 US\$ at single rate.  
76 148 US\$ with primary dependants.

percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

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### APPLICATIONS FROM PEOPLE LIVING WITH HIV ARE PARTICULARLY WELCOME.

In close collaboration with the International Civil Service Commission UNAIDS is developing and testing a system of reward for contribution and a broad-banded salary structure (Band1: P1 and P2, Band 2: P3, P4 and P5, Band 3: D1 and D2). As this system is being tested the existing grading system will be maintained until further notice. This post is at the P5 grade under the current grading system.

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Applications from women and from nationals of non- and under-represented member states are particularly encouraged. Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

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Note: The paramount consideration in the appointment, transfer or promotion of staff is the necessity of securing the highest standards of efficiency, competence and integrity. The medical criterion for recruitment is fitness to work in the particular post. The United Nations HIV/AIDS Personnel Policy clearly stipulates that no staff and/or potential candidates shall be discriminated against on the basis of real or perceived HIV status. HIV infection, in itself, does not constitute lack of fitness to work. There is no obligation to disclose HIV-related personal information.

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Online applications are strongly encouraged to enable UNAIDS to store your profile in a permanent database. Please visit UNAIDS's recruitment website at: <http://www.unaids.org/en/about+unaids/human+resources.asp>. The system provides instructions for online application procedures.

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UNAIDS has a smoke-free environment